

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	CHIEF DEPUTY - COUNTY SURVEYOR
CLASS CODE:	1800
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	1/3/2012
DEPARTMENT:	SURVEYOR

JOB SUMMARY

Under general guidance and direction of the elected County Surveyor, performs supervisory, administrative, and licensed surveyor work in conjunction with statutory surveyor functions. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Surveyor in the event of his or her absence or disability.

ESSENTIAL FUNCTIONS

Performs County surveying work as required by state statute and under the direction of the County Surveyor.

Supervises, plans, coordinates, and directs the work of the department; makes staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.

Oversees and correlates involvement with other County departments, volunteer groups and outside agencies.

Assists in the preparation of the department budget and monitors and approves purchase orders and expenditures.

Reduces raw conventional section survey data to publishable and presentable end for updating coordinate and elevation plat maps and tie sheets.

Performs GPS planning, editing, and processing of raw data to determine acceptability of data to be used and to fix positions of monumentation needing to be set.

Upgrades section coordinate and elevation information; determines section ties and replaces, raises, and lowers monuments as appropriate.

Conducts preliminary surveys for design purposes and conducts surveys for and during actual construction of roads, bridges, debris basins, drainages, and flood control structures to determine outside boundaries, rights-of-way, offsets, and grade staking.

Performs surveys to define land parcels that are being used or occupied that may not currently be taxed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: supervisory techniques and management procedures; GPS principles and equipment; state plane coordinate systems; federal procedures for properly restoring lost or obliterated section corners; CAD systems.

Skill in: geometry, trigonometry, and advanced math; the use of various survey instruments including, but not limited to, levels, total stations, and GPS equipment; performing field design, document composition; use of CAD systems for drawing work.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; perform advanced field calculations to check traverse closures and adjust traverses; conduct exact data analysis; maintain files, records, and reports; coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Regularly: sits at a desk or table and maintains concentrated attention to detail; walks, stands, or stoops; lifts or otherwise moves objects weighing up to 40 pounds; uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; communicates via radio.

Occasionally: lifts or otherwise moves objects weighing up to 60 pounds; walks, stands or crouches on narrow, slippery, or erratically moving surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is regularly performed in an environmentally controlled room, but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Field work exposes the incumbent to unknown and dangerous conditions.

RECOMMENDED EDUCATION AND EXPERIENCE

Bachelor's degree in surveying or a related field and four (4) years of surveying work experience of which two years are in a lead or supervisory capacity. Equivalent combinations of education and work experience may also be considered.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess valid State of Utah certification as a Registered Land Surveyor. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.